

24 NOV 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 21 November 1969

1. Retirement Information Seminar: The third presentation of the Retirement Information Seminar was held on November 18, 19, 20 and 21. Average daily attendance was approximately 230 employees plus 20 spouses. Opinions and comments offered by some members of the audience indicate that the sessions were well received. This is, of course, only a preliminary "reading"; final and complete evaluation will be made after the participants have submitted their critiques.

25X1A 2. Better Orientation for Co-ops and Summer Interns: Last week
25X1A Mr. [REDACTED] Chief, Intelligence School, OTR,
and various members of Mr. [REDACTED] staff to ask them to prepare an intelligence orientation for co-ops and summer interns that would take one full day.
25X1A For some time Mr. [REDACTED] has been concerned that our co-ops and summer
interns were not getting as broad a picture of the intelligence community and
25X1A the Agency as might be desirable. Mr. [REDACTED] was very agreeable to developing
a one-day briefing for these two categories of employees and anticipates being
able to hold one in January for the new co-op group entering at that time.

3. Summer Intern Program--Area Studies: Mr. [REDACTED] also met with 25X1A
administrative officers of the components of the Agency involved in our area
studies summer intern program. At this meeting the administrative officers

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discussed which students they wanted back, numbers desired, etc. Basically, there appears to be no particular problem. Each office wants the same number back with the exception of the Office of Economic Research, which wants two additional economists. All but one of last year's interns have been requested to return.

4. Combined Federal Campaign: As of 21 November 1969 total campaign contributions are as follows:

Cash	\$ 89,422.10
Payroll Deductions	\$156,365.69
Direct Billing	<u>\$ 6,077.00</u>
Total	\$251,844.79 (106.1%)
EAF	\$13,514.42
PSAS	\$11,622.24

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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